

**MARLBOROUGH TOWN COUNCIL
FULL TOWN COUNCIL**

Minutes of the **Full Town Council** which was held on **Monday, 22nd May 2017** in the **Council Chamber, Town Hall, Marlborough** at 7.00 pm

PRESENT	Councillor M. Hall Councillor B. Castle Councillor N. Fogg Councillor A. Ross Councillor A. Kirk Wilson Councillor L. Farrell Councillor N. Barrett-Morton Councillor P. Cairns Councillor H. Forbes Councillor M. Cooper Councillor E. Northeast Councillor S. Price Councillor A. Wilson	Town Mayor
ALSO PRESENT	Mrs S. Parker Mrs D. Whitehall Fr. J. Blacker PC T. Herbert Councillor S. Dobson Mr T. Millett Plus 3 members of the public	Town Clerk Administrator Mayor's Chaplain Wiltshire Police Unitary Councillor (Marlborough East) Marlborough.News

PRAYERS

Fr. Blacker opened the meeting with prayers.

PUBLIC QUESTION TIME

Mr Richard Allen, George Lane – asked whether there was any update concerning the large hole that had been in Figgins Lane for more than a year following resurfacing, which presented a real danger to pedestrians. More recently another large hole had appeared in Hillier's Yard. **Cllr. Fogg** knew of no repair plans and would continue to follow up with Wiltshire Council.

CRIME AND DISORDER

PC Teresa Herbert, Marlborough's Community Co-ordinator, gave an update on priorities for the area, which were mainly dwelling and non-dwelling burglaries, and thefts from vehicles. A full written report was made available.

In answer to questions, PC Herbert:

- Believed that, following the recent introduction of Tasers to the Wiltshire force, none had been used in the Marlborough area. She would follow this up and report back via the Town Clerk
- Recent thefts from visitors at the camp site at Postern Hill were believed to be targeted thefts and were similar in nature to thefts from canal boats
- Did not believe the recent changes to the policing model had had a negative effect on the number of burglaries in the area, and confirmed that officers were focusing on the issue and following up intelligence which had presented a number of leads.

TO RECEIVE QUESTIONS TO AND FROM WILTSHIRE COUNCILLORS

There were no questions.

Following the recent refusal of planning for the conversion of a barn to a recycling facility at Manton Drove (17/00555/WCM), **Councillor Dobson** reported that residents had raised concerns that there was still activity on the site. Wiltshire Council's Enforcement Officer had met with the applicant who had agreed to clear the site by 3rd July.

16/17 APOLOGIES

Apologies for absence had been received from Cllrs. Dow and Loosmore.

17/17 DECLARATIONS OF ACCEPTANCE OF OFFICE

The Town Clerk confirmed receipt of signed Declarations of Acceptance of Office from all duly elected Town Councillors.

18/17 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

There were no declarations of interest or requests for dispensation.

19/17 MAYOR'S ANNOUNCEMENTS

The Mayor welcomed Councillors to the first meeting of this new Council and welcomed, in particular, the new Members. He also congratulated Councillors Fogg and Dobson on winning Unitary Council seats.

Much of the meeting's business was to adopt standard policies and governance procedures as well as to re-adopt the General Power of Competence and deciding membership of committees.

Following an uncontested election, the Town Council was now promoting co-option to a vacancy in the West Ward. There were 35 days to implement the co-option process, and the selection would take place at an Extraordinary Full Town Council meeting on 14th June 2017.

The Mayor reminded Members of the Area Board meeting taking place Tuesday, 23rd May at 6.30 pm in the Town Hall. As the Mayor was unable to attend Cllr. Farrell volunteered to provide a Town Council update and Cllr. Cairns would attend to provide a summary of progress with the Neighbourhood Plan.

Members were reminded of a Wiltshire Council Highways update meeting taking place in Devizes on 24th May at 7 pm. Anyone wishing to attend should let the Town Clerk know at the end of this meeting.

20/17 MINUTES

RESOLVED: that the minutes of the Annual Meeting of the Town Council held on Monday, 15th May 2017 were approved and signed as a true record by the Town Mayor

21/17 REVIEW OF THE SCHEME OF DELEGATION

Cllr. Fogg referred to rulings in the House of Lords that potentially called into question the legality of Para. 8.1 of the Scheme (Attendance of Members at Committee meetings) concerning whether all Councillors had an absolute right to attend any Committee meeting, and asked whether an amendment was required to the document.

RESOLVED: to re-adopt the Scheme of Delegation as adopted by Full Town Council on 16th May 2016 (Min. No. 21/16) and for further investigations concerning the legality of Para.8.1 to be undertaken by the Town Clerk

22/17

NOMINATIONS TO STANDING COMMITTEES AND SUB COMMITTEES

Members received and considered nominations to Committees as set out in Standing Order 6.k.iv).

One Committee, Amenities and Open Spaces (A&OS), was oversubscribed by two places. **Cllr. Kirk Wilson** withdrew, putting himself forward to the under-subscribed Property Committee instead. This left the Committee oversubscribed by one place, therefore following a request by 2 Councillors, a ballot was held for membership of the A&OS .

RESOLVED: that the members of the **Planning Committee** would again comprise all Town Councillors with the Mayor being an ex-officio, non-voting member

RESOLVED: that the members of the **Finance and Policy Committee** would be Cllrs. Dow, Fogg, Ross, Kirk Wilson, Loosmore, Barrett-Morton and Cairns, plus the Town Mayor

RESOLVED: that the members of the **Property Committee** would be Cllrs. Fogg, Kirk Wilson, Loosmore, Barrett-Morton, Price and Wilson plus the Town Mayor

RESOLVED: that the members of the **Amenities and Open Spaces Committee** would be Cllrs. Castle, Ross, Farrell, Cairns, Forbes, Cooper, Price and Wilson plus the Town Mayor

RESOLVED: that the members of the **Staffing Sub-Committee** would be Cllrs. Dow, Castle, Farrell and Cooper plus the Town Mayor

This left the Property Committee with two vacancies, Finance and Policy Committee with one vacancy and Staffing Sub-Committee with four vacancies. This would be reviewed once the co-option process to recruit a new Councillor was complete.

23/17

TO ELECT A CHAIRMAN AND VICE CHAIRMAN OF THE FOLLOWING STANDING COMMITTEES AND SUB-COMMITTEES

Each committee elected a Chairman and Vice-Chairman as follows:

a) Planning Committee

RESOLVED: that Cllr. Kirk Wilson be elected as Chairman of the Planning Committee for 2017-18

RESOLVED: that Cllr. Farrell be elected as Vice Chairman of the Planning Committee for 2017-18

b) Finance and Policy Committee

RESOLVED: that Cllr. Ross be elected as Chairman of the Finance and Policy Committee for 2017-18

RESOLVED: that Cllr. Loosmore be elected as Vice Chairman of the Finance and Policy Committee for 2017-18

c) Property Committee

RESOLVED: that Cllr. Loosmore be elected as Chairman of the Property Committee for 2017-18

RESOLVED: that Cllr. Barrett-Morton be elected as Vice Chairman of the Property Committee for 2017-18

d) Amenities and Open Spaces Committee

RESOLVED: that Cllr. Farrell be elected as Chairman of the Amenities and Open Spaces Committee for 2017-18

RESOLVED: that Cllr. Castle be elected as Vice Chairman of the Amenities and Open Spaces Committee for 2017-18

e) Staffing Sub-Committee

RESOLVED: that Cllr. Dow be elected as Chairman of the Staffing Sub-Committee for 2017-18

RESOLVED: that Cllr. Farrell be elected as Vice Chairman of the Staffing Sub-Committee for 2017-18

Councillor Dobson left the meeting

24/17 REVIEW OF STANDING ORDERS

RESOLVED: to add an additional clause after para 3q as follows:

If two or more Councillors request it, that voting may take place by ballot.

RESOLVED: to amend Para. 4 (b) to reduce its quorum to six with an amendment as follows:

The quorum of a committee shall be half of its members or no less than 3 with the Planning Committee's quorum being no less than 6 members

RESOLVED: to re-adopt the Standing Orders as adopted by Full Town Council on 26th May 2016 (Min. No. 24/16) with agreed amendments

25/17 FINANCIAL REGULATIONS

RESOLVED: to re-adopt the Financial Regulations as adopted by Full Town Council on 26th May 2016 (Min. No. 25/16)

26/17 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

RESOLVED: that representatives to organisations and voluntary groups were confirmed as listed below. Decisions on representation to the Stonebridge Management Committee, Allotment Association and Marlborough in Bloom was deferred to the Amenities and Open Spaces Committee to be held on 5th June 2017

Outside Body	2017-2018
Marlborough and District Chamber of Commerce	Cllrs. Alexander Kirk Wilson and Andy Wilson
Market Towns Forum	The Town Mayor and Cllrs. Guy Loosmore and Noel Barrett-Morton
W.A.L.C.	Cllrs. Bryan Castle Reserve: Cllr. Susie Price
Marlborough Brandt Group	Deferred until requirements are clear
The Richmond Fellowship	Cllr. Bryan Castle
Marlborough Area Board	The Town Mayor and Cllr. Peter Cairns
Area Board – Health and Wellbeing Group	Cllr. Lisa Farrell
Community Area Transport Group	Cllr. Peter Cairns Reserve: Cllr. Andy Wilson
Marlborough and District Link Scheme	Cllr. Bryan Castle
Marlborough Fire Station Liaison	Cllrs. Peggy Dow and Lisa Farrell
Emergency Flooding/Snow and Volunteers Co-ordinator	Cllr. Alexander Kirk Wilson Reserve: Cllr. Susie Price

Outside Body	2017-2018
Transition Marlborough	Cllrs. Susie Price and Peter Cairns
Stonebridge Management Committee	To be decided at A&OS Committee on 5 th June 2017
2293 Air Training Corps	Town Mayor Reserve: Cllr. Noel Barrett-Morton
Kennet Community Transport	Cllrs. Alexander Kirk Wilson and Andy Wilson
Sports Forum	Cllrs. Lisa Farrell and Mark Cooper
Town Team	Deferred until requirements are clear
Allotment Association	To be decided at A&OS Committee on 5 th June 2017
Local Youth Network	Cllr. Susie Price Reserve: Cllr. Edward Northeast
Christmas Lights	Town Mayor and Cllrs. Harry Forbes and Edward Northeast
Neighbourhood Plan	Town Mayor and Cllr. Cairns
Marlborough in Bloom	To be decided at A&OS Committee on 5 th June 2017 Town Mayor to attend MiB events

27/17 THE GENERAL POWER OF COMPETENCE

RESOLVED: that the Town Council meets the criteria for eligibility and agrees to adopt and exercise the General Power of Competence as set out in the Localism Act, 2011

A member of the public left the meeting

28/17 ASSET REGISTER

RESOLVED: to add two properties to the register – the public conveniences in George Lane car park and Chantry Lane. Also, that a review of the Asset Register is undertaken by the Finance & Policy Committee in 2017/18.

29/17 INSURANCE RENEWAL

Members noted a report by the Town Clerk about insurance cover in respect of all insured risks.

30/17 REVIEW OF COUNCIL'S AND/OR STAFF MEMBERSHIP AND SUBSCRIPTION TO OTHER BODIES

Members noted a report by the Office Manager.

RESOLVED: that the current subscriptions and memberships of other bodies be approved

A member of the public left the meeting

31/17 REVIEW OF THE TOWN COUNCIL'S COMPLAINTS PROCEDURE

RESOLVED: to re-adopt the Complaints Procedure as agreed at Full Town Council on 26th May 2016 (Min. No. 30/16)

32/17 REVIEW THE TOWN COUNCIL'S PROCEDURES UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998

RESOLVED: to re-adopt the procedures under the Freedom of Information Publication Scheme and Data Protection Policy as agreed at Full Town Council on 26th May 2016 (Min. No. 31/16)

- 33/17 REVIEW OF PRESS AND MEDIA POLICY**
RESOLVED: to re-adopt the Town Council's policy for dealing with the press and media as agreed by Full Town Council on 26th May 2016 (Min. No. 32/16)
- 34/17 HEALTH AND SAFETY POLICY STATEMENT**
RESOLVED: to adopt the Health and Safety Policy Statement as advised by the Town Council's Health and Safety advisers, Ellis Whittam
- 35/17 REVIEW OF RISK ASSESSMENT**
RESOLVED: to re-adopt for 2017-18 the Risk Assessment for the Town Council as adopted by Full Town Council on 18th April 2017 (Min. No. 624/16)
- 36/17 APPOINTMENT OF INTERNAL AUDITORS – 2017/18**
RESOLVED: to confirm that Internal Auditors, Auditing Solutions Ltd, will continue to carry out the Council's internal audits
- 37/17 BANK MANDATE**
RESOLVED: to approve that the Bank Mandate is amended as required to record the changes of Mayor, Deputy Mayor and Chairman and Vice Chairman of the Finance and Policy Committee all of whom together with the Town Clerk/Responsible Finance Officer or Office Manager (as authorised officer) will be signatories and always requiring that two Councillors and one officer sign all cheques and other orders for payment
- 38/17 CALENDAR OF MEETINGS**
Cllrs. Ross and Castle raised concerns that Amenities & Open Spaces Committee meetings often had very full agendas, requiring a long meeting to allow for proper debate. It was suggested that additional A&OS meetings be added to the calendar. The Town Clerk agreed to review the calendar and provide an amended schedule.

RESOLVED: to re-adopt the Calendar of Meetings for 2017/18 as adopted by Full Town Council on 23rd January 2017 (Min. No. 459/16) subject to additional A&OS Committee meetings
- 39/17 LOCAL ELECTIONS – CO-OPTION**
Members noted a report by the Town Clerk about one Town Councillor vacancy in the West Ward following the uncontested election on 4th May 2017 and considered a recommendation about the co-option procedure.

RESOLVED: to adopt the co-option process and note that there would be an Extraordinary Full Council meeting on 14th June 2017 to co-opt a new Member to represent the West Ward.
- 40/17 MARLBOROUGH YOUTH AND COMMUNITY CENTRE**
Members noted a report by the Town Clerk and considered matters relating to the Town Council taking on Marlborough Youth and Community Centre at St Margaret's Mead.

RESOLVED: (i) to agree the draft lease and that it be signed in time for handover on 12th June 2017

RESOLVED: (ii) to agree the draft Memorandum of Understanding as drawn up by Wiltshire Council

RESOLVED: (iii) to nominate the Town Mayor and Cllrs. Ross, Farrell, Cairns, Price and Wilson to a Working Party to meet as soon as possible ahead of 12th June 2017

A member of the public returned to the meeting

41/17 MEMBERS' QUESTION TIME
No questions had been submitted

42/17 TO AUTHORISE THE FIXING OF THE COMMON SEAL OF THE MARLBOROUGH TOWN COUNCIL TO ALL DOCUMENTS NECESSARY TO GIVE EFFECT TO THE DECISIONS OF THE MEETING
Proposed by Cllr. Castle and seconded by Cllr. Fogg and
RESOLVED: that the Common Seal of Marlborough Town Council be affixed to all documents necessary to give effect to the decisions of the Council

The meeting closed at 8.20 pm

Signed:
Town Mayor

Date: